



Planning & Zoning Board Regular Meeting Minutes

July 7, 2026 at 5:00 PM

City Hall Commission Chambers
401 S. Park Avenue

Present

Alex Stringfellow, Jason Johnson, Charles Steinberg, Michael Dick, Vashon Sarkisian, Samuel King

Absent

Bill Segal

Staff Present

City Attorney Dan Langley, Director of Planning & Zoning Allison McGillis, Planner II Nicholas Lewis, Planner I Corinna Lundgren, Administrative Coordinator Mary Jean

1. Call to Order

Chairman Johnson called the meeting to order at 4:59 p.m.

2. Selection of Chair and Vice Chair

Motion made by Michael Dick, seconded by Charles Steinberg, to nominate Jason Johnson as Chair of the Board. Mr. Johnson accepted the nomination.

By a roll call vote, the motion carried unanimously 6-0. (Bill Segal was absent from the meeting.)

Motion made by Michael Dick, seconded by Alex Stringfellow, to nominate Charles Steinberg as Vice-Chair of the Board. Mr. Steinberg accepted the nomination.

By a roll call vote, the motion carried unanimously 6-0. (Bill Segal was absent from the meeting.)

3. Consent Agenda

- a. Minutes of June 2, 2026.

No one from the public wished to speak. The public hearing was closed.

Motion made by Alex Stringfellow, seconded by Michael Dick, to approve the June 2, 2026, meeting minutes.

The motion carried unanimously by a 6-0 vote. (Bill Segal was absent from the meeting.)

4. Public Comments (for items not on the agenda): Three minutes allowed for each speaker

No one from the public wished to speak. The public hearing was closed.

5. Public Hearings (Public participation and comment on these matters must be in person.)

- a. SPR #26-08. Request of Ryan Raczkowski with Factotum Worldwide LLC for: Approval to construct a two-story, 1,000 square-foot detached accessory structure on the property located at 161 Palmer Avenue on Lake Maitland, zoned R-1AAA. **THE APPLICANT HAS REQUESTED TO TABLE THIS ITEM TO THE AUGUST 4TH, 2026 REGULAR MEETING.**

Chairman Johnson announced that the applicant had requested to table the item to the August 4, 2026, regular meeting.

- b. SPR #26-07. Request of William Wendorf for: Approval to construct a two-story, 582 square feet addition to the existing, single-family home, located on Lake Killarney, at 2154 Lake Drive, zoned R-1A.

Ms. Lundgren provided a summary of the request. She explained that the request complies with zoning requirements for floor area ratio, impervious surface coverage, lakefront setback, building height, and stormwater management. She added that the applicant proposed an addition behind the existing lakefront setback, including a swale to address stormwater runoff, and the request did not require removal of trees, changes to the existing pool, or construction of retaining walls. She further explained that because the existing home predates current land development regulations, it has existing nonconforming side setbacks. The applicant's proposed addition would follow the footprint of the existing garage, resulting in a small first-floor setback encroachment and a second-floor setback that would otherwise make the addition impossible under current code. Ms. Lundgren noted that the applicant's requested variance was limited to maintaining the existing footprint rather than creating a new encroachment. She then reviewed impacts on neighboring properties, concluding that the addition would not obstruct lake views because adjacent homes are positioned farther toward the lake than the proposed addition. It was also confirmed that the proposed guest suite will not include a kitchen and that the existing kitchen will remain unchanged.

Staff recommendation was for approval.

Discussion ensued about the location of the outdoor air conditioning equipment, the

dimensions of the proposed addition, clarification regarding the requested variance, and the setbacks of the neighboring properties.

No one from the public wished to speak. The public hearing was closed.

The Board expressed overall support for the request.

Motion made by Charles Steinberg, seconded by Vashon Sarkisian, for approval to construct a two-story, 582 square foot addition to the existing, single-family home, located on Lake Killarney, at 2154 Lake Drive, zoned R-1A.

The motion carried unanimously by a 6-0 vote. (Bill Segal was absent from the meeting.)

- c. SPR #26-09. Request of David Runnels on behalf of the homeowners for approval to construct a new, single-story, 1,382 square-foot addition to the existing single-family home located at 147 Virginia Drive on Lake Virginia, zoned R-1AAA.

Mr. Lewis provided a summary of the request. He explained that, according to the applicant's request, they would construct an addition that would meet the required side setbacks, include a 77-foot lakefront setback, preserve all existing specimen trees, and add a swale to satisfy the city's stormwater retention requirements. He further explained that the proposal would not alter the existing two-story structure on the property and would not include changes to any walls or the swimming pool. He also noted that the addition would be located behind the neighboring homes and beyond the existing lakefront setback, with the curvature of the shoreline preventing any significant impact on neighboring lake views.

Staff recommendation was for approval.

Discussion ensued about a tree removal permit for the property from 2022, the reason the request had to come before the Board, and whether staff had received any comments from neighboring property owners.

No one from the public wished to speak. The public hearing was closed.

Motion made by Charles Steinberg, seconded by Michael Dick, for approval to construct a new, single-story, 1,382 square-foot addition to the existing single-family home located at 147 Virginia Drive on Lake Virginia, zoned R-1AAA.

The motion carried unanimously by a 6-0 vote. (Bill Segal was absent from the meeting.)

- d. SPR #26-06. Request of Charles Fitzgerald for approval to construct a new, two-story, 6,054 square-foot single-family home located at 681 Balmoral Road on Lake Berry, zoned R-1AAA.

Mr. Lewis provided a summary of the request. He noted that the proposed home meets the city's requirements for setbacks, stormwater management, terrace walls, and tree preservation, with no specimen trees affected. Although a small portion of the home, consisting of an open covered lanai, is located at an 86-foot rear setback, Mr. Lewis confirmed that it is compatible with neighboring properties and noted that both adjacent property owners submitted letters of support. He also determined that the home's placement, the curvature of the shoreline, and existing vegetation would prevent any significant impacts on neighboring lake views.

Staff recommendation was for approval.

The Board shared their thoughts about the request and was overall in support of it.

No one from the public wished to speak. The public hearing was closed.

Motion made by Alex Stringfellow, seconded by Vashon Sarkisian, for approval to construct a new, two-story, 6,054 square-foot single-family home located at 681 Balmoral Road on Lake Berry, zoned R-1AAA.

The motion carried unanimously by a 6-0 vote. (Bill Segal was absent from the meeting.)

- e. CU #26-01. Request of GAI Consultants, Inc. for: Conditional Use approval for the property located at 210 E. Morse Boulevard (zoned R-4), on behalf of El Cortez, LTD (property owner), in conjunction with Chabad of Greater Orlando, for a project consisting of five townhome units fronting Morse Boulevard, which will be two stories in height plus partially below-level basement garages for parking; and a three-story synagogue building fronting Knowles Avenue, including an underground parking garage, a place of worship with rooftop deck for associated functions, and a daycare facility. **THE APPLICANT HAS REQUESTED TO TABLE THIS ITEM TO THE AUGUST 4TH, 2026 REGULAR MEETING.**

Chairman Johnson announced that the applicant had requested to table this item to the August 4, 2026, regular meeting.

- f. CU #26-04. Request of Rebecca Wilson, Lowndes-Law, on behalf of WP Station Tower, LLC (property owner) for: Conditional Use approval to establish a 301-seat restaurant and 50-seat café within the existing office building located at 1560 North Orange Avenue, zoned O-1.

Vice Chair Steinberg announced that he would recuse himself from voting on the hearing item due to a conflict of interest.

Mrs. McGillis provided a summary of the request. She noted that the request did not involve new construction but would repurpose space within the existing building, including converting the underutilized basement into a medical spa, which is permitted by right. She explained that recent code changes allow restaurant uses in O-1 office zoning and permit projects within 300 feet of residential properties if enhanced buffering is provided. She further explained that the applicant's landscaping plan satisfies those buffering requirements through additional trees, hedges, and shrubs around the site. She then went on to discuss parking, indicating that while the project would normally require 352 parking spaces, the applicant utilized the Urban Land Institute's shared parking analysis, which accounts for differing peak demand among office, medical, and restaurant uses and demonstrated that the 315 available spaces on the site and adjacent parking lot would meet the city's parking requirements. She also discussed the applicant's plans to improve the parking layout, add a loading zone, and enhance ADA parking.

Mrs. McGillis then indicated that the applicant also proposed architectural improvements to the building façade, rebranding the property as "The Plaza," enhancing landscaping throughout the site, and assuming responsibility for improving and maintaining Hooper Mini Park, including reconstructing historic entry gates to the Orwin Manor neighborhood. She noted that the proposed signage exceeded the city's sign code and recommended that any approved signage comply with existing regulations.

Staff recommendation was for approval with the following conditions:

- Prior to issuance of permits associated with the restaurant/café use, the applicant shall execute and record the Community Benefit Agreement, in a form acceptable to the city, memorializing parking arrangements, maintenance obligations, and public improvements associated with the project.
- The off-site parking parcel located across Orange Avenue shall remain available to support the approved use and shall not be sold, redeveloped, or converted to another use without prior review and approval by the city. Furthermore, it shall not be utilized for restaurant/café patrons or for valet use.
- Valet parking services shall be provided during peak operating periods as necessary to ensure that parking demand does not adversely impact surrounding neighborhoods.
- Prior to issuance of building permits, the applicant shall provide an acoustical analysis prepared by a qualified acoustical professional identifying any necessary noise mitigation measures associated with restaurant operations, outdoor seating areas, mechanical equipment, and amplified sound. The analysis shall

identify any necessary noise mitigation measures, which shall be incorporated into the final construction plans and implemented prior to issuance of a Certificate of Occupancy. If, after opening, noise impacts associated with the use are identified, the applicant shall be required to implement additional reasonable noise mitigation measures to address the impacts.

- The café shall be limited to a maximum of 50 seats with hours of operation limited to 7:00 a.m. to 4:00 p.m. daily, and the restaurant shall be limited to a maximum of 301 seats with hours of operation limited to 10:00 a.m. to 11:00 p.m. daily. The last seating and reservation for the restaurant shall occur no later than 9:30 p.m., and all patrons shall vacate the premises by 11:00 p.m.
- Use of outdoor restaurant and café seating is limited to the hours of 7:00 a.m. to 9:30 p.m.; there shall be no restaurant and café service outdoors outside of such hours.
- That all signage shall comply with the city's sign regulations, except that existing signage may be replaced on a like-for-like basis with respect to size. Any request to further exceed these standards may be pursued separately through a variance application to the Board of Adjustments at a later date.
- Any new pad-mounted transformers or other back-of-house equipment shall be fully screened from view from public rights-of-way.
- No outdoor speakers, music, projection screens, or televisions shall be allowed.

Discussion ensued about several aspects of the proposed restaurant and café, focusing primarily on noise mitigation, parking, and the recommended approval conditions. During the discussion, a concern was expressed that the required acoustical analysis, that would not be completed until the building permit stage, should be available before the Planning and Zoning Board made its recommendation on the request. Mrs. McGillis explained that the study would be more effective once the building plans were finalized, allowing any necessary sound mitigation measures to be incorporated into the final design. She also noted that similar acoustical studies have been required for other conditional use approvals.

The parking plan for the request was also discussed, confirming that the parking lot across the street has long been associated with the property and would remain permanently tied to the project. It was clarified that the off-site lot would be reserved for office and medical spa users only and could not be used by restaurant patrons or valet services. Valet parking would instead be limited to the on-site parking area.

Additional discussion centered on the proposed operating conditions, particularly the restriction on outdoor seating after 9:30 p.m. Clarification was requested on whether patrons would be required to vacate the outdoor seating area at that time, and the City Attorney explained that the intent of the proposed language was to prohibit both

outdoor service and use of the seating area after 9:30 p.m. It was also confirmed that the outdoor seating area would be located along the State Road 17-92 side of the building and that the earlier closing time was intended to reduce noise impacts on nearby residential properties.

Mrs. McGillis confirmed that the applicant had not objected to the proposed conditions and explained that while the proposed 301-seat restaurant would be one of the larger restaurants in Winter Park, it would be comparable to several existing restaurants in the city.

The applicant's attorney, Rebecca Wilson of Lowndes Law Firm at 215 N. Eola Drive, Orlando, FL 32801, addressed the Board. Attorney Wilson introduced the request as an adaptive reuse of the existing 1970 office building rather than a redevelopment, emphasizing the goal of transforming the property into a community gathering place through substantial investment in façade improvements, landscaping, and new restaurant and café spaces. She explained that the building was originally designed to accommodate two office towers, which is why it has excess parking and an existing plaza that will now be repurposed as outdoor dining.

Attorney Wilson noted that the proposed 301-seat restaurant is comparable in size to several existing restaurants in Winter Park and would be complemented by a 50-seat café serving coffee and lunch during daytime hours. Attorney Wilson's presentation highlighted architectural enhancements, significant landscaping, and sound attenuation measures intended to reduce noise from nearby roads and trains while also protecting neighboring residential properties. Existing underground loading, delivery, and trash facilities would continue to be used, minimizing operational impacts on surrounding homes.

Attorney Wilson also described the applicant's plans to improve Hooper Mini Park as part of the community benefit agreement, including enhanced landscaping and reconstruction of the historic Orwin Manor entry gates to create a more attractive gateway into the neighborhood. While expressing general agreement with staff's recommended conditions, she requested one modification to allow the last outdoor seating at 9:00 p.m., citing the investment in screening and buffering around the outdoor dining area.

Discussion then ensued about traffic, parking, lighting, landscaping, and the operation of the proposed restaurant. In response to concerns raised by nearby residents at the applicant's required community meeting, Attorney Wilson explained that a traffic impact study had been completed and found no roadway or intersection deficiencies. The study concluded that the project would result in only a modest increase in traffic and that existing cut-through traffic through the Orwin Manor neighborhood was relatively limited. It was also noted that an existing pedestrian crosswalk would continue to serve

patrons using the parking lot across Orange Avenue and expressed a willingness to work with the city and the Florida Department of Transportation on signal timing improvements that could further reduce neighborhood cut-through traffic.

Discussion continued regarding parking operations, including the use of the parking lot across the street, which would be restricted to office tenants, medical spa users, and restaurant employees, with signage and enforcement to prevent restaurant patrons from parking there. Attorney Wilson confirmed that unused reserved parking spaces in the main lot could be made available for restaurant parking, particularly for valet operations. Questions were also raised about parking lot lighting, and Attorney Wilson indicated that existing light poles would remain with upgraded fixtures designed to prevent light spillover into nearby neighborhoods.

The discussion also addressed the design of the outdoor dining area and its potential impacts on neighboring residences. Attorney Wilson confirmed that the entire existing plaza would be used for outdoor seating and emphasized that the restaurant would operate as a fine dining establishment, not a sports bar, with that use restricted through the conditional use approval. Opportunities to strengthen landscaping and buffering along Orange Avenue and around the parking lot to further screen the outdoor seating area and reduce noise and visual impacts were also discussed. Attorney Wilson noted that additional landscaping could be incorporated if desired and clarified that the building's Orange Avenue façade would not contain operable doors or windows, limiting outdoor noise to the patio area. It was also confirmed that the traffic study was completed using current roadway conditions following recent intersection improvements and that it complied with all applicable city requirements.

Chairman Johnson disclosed that he is a friend of Alex Ekbatani who is part of the applicant group. He added that he did not know that Mr. Ekbatani was involved in the project and their friendship would not impact his decision about the request.

The Board heard public comment from the following residents:

Opposed:

Kay Carpenter at 1510 Norfolk Avenue, Winter Park, FL 32789; Karina Verma at 1597 Cherry Ridge Drive, Lake Mary, FL 32746; Charles Hooper at 1444 Norfolk Avenue, Winter Park, FL 32789; and Trever Burger at 1441 Norfolk Avenue, Winter Park, FL 32789.

Did not confirm their support of or opposition to the request:

Lorianne Woldehanna at 1551 Norfolk Avenue, Winter Park, FL 32789 and Julie Riggs at 1420 Leith Avenue, Winter Park, FL 32789.

No one else from the public wished to speak. The public hearing was closed.

Attorney Wilson addressed the Board. She responded to public comments by emphasizing that the proposal does not involve a change to the property's future land use designation or office zoning, but rather seeks approval for a restaurant use that is already permitted through the existing zoning regulations. She noted that the project reuses an existing building and vacant first-floor space without increasing the building's size or scale, and that it complies with the city's development standards without requesting variances, parking waivers, or height exceptions. She also highlighted the project's enhanced landscaping, noise buffering, and community benefits, including improvements to two city park areas, and expressed a commitment to continue working with staff on measures to minimize impacts on nearby residents.

Attorney Wilson then asked that the Board modify one of the proposed approval conditions related to outdoor dining. Rather than requiring the outdoor seating area to close at 9:30 p.m., she asked that the last outdoor seating be permitted at 9:00 p.m., allowing diners to finish their meals after that time while recognizing the significant investment being made in the property and its surrounding improvements.

Discussion ensued about Attorney Wilson's requested modification to the outdoor seating condition. It was noted that the existing condition language appeared inconsistent with Attorney Wilson's request because it prohibited outdoor service beyond the stated hours. Attorney Wilson clarified that the intent was to allow a final seating at 9:00 p.m. and allow diners to finish their meals without being rushed. It was indicated that the condition language could be revised to reflect that intent.

Traffic circulation and potential neighborhood impacts were then discussed. Questions were raised about existing traffic-calming measures, stop signs, and how vehicles move through the surrounding streets. The applicant's traffic engineer, James Taylor with Kimley-Horn & Associates at 6876 Marwick Lane, Orlando, FL 32827 addressed the Board. He explained that the traffic study evaluated overall cut-through patterns by measuring activity along Westchester Avenue but did not track specific neighborhood routes or individual vehicle origins. Additional questions focused on whether traffic primarily used Norfolk Avenue or other local streets when traveling through the area.

Parking access and site circulation were also discussed. Questions were raised about existing street parking, access points from the property, and the possibility of closing the existing gated access from the site to Westchester Avenue. Attorney Wilson confirmed that the Westchester access is currently gated and was proposed to be removed and replaced with landscaping, which would help reduce potential traffic impacts on surrounding residential streets.

Mr. Ekbatani addressed the Board. He emphasized that he values the peaceful character of the surrounding community and understood residents' concerns. He explained that although the restaurant is designed for 301 seats, actual usage is expected to be significantly lower than full capacity, with peak utilization typically around 65 percent, and that the fine dining concept would not generate the same activity levels as a sports bar or similar high-volume venue. Mr. Ekbatani also discussed planned noise mitigation measures, including replacing the existing exterior windows on the main level with double-pane glazing to reduce sound transmission, improve energy efficiency, and minimize impacts from both internal restaurant activity and outside traffic noise. He noted that additional landscaping would be installed at appropriate heights to provide further visual and sound buffering between the restaurant and surrounding properties.

The Board then discussed the proposed restaurant's operating hours, traffic impacts, noise concerns, parking, and neighborhood compatibility. A simpler, enforceable closing time rather than separate last seating and outdoor seating restrictions was overall preferred. After in-depth discussion, the Board agreed to revise the conditions so that both indoor and outdoor restaurant operations would end at 10:30 p.m., with patrons required to vacate the premises by that time.

Traffic concerns were also discussed due to existing cut-through traffic in the neighborhood and the potential increase from the restaurant. It was recommended that possible traffic-calming measures be evaluated, including a speed hump on Leith Avenue and a potential stop condition at Westchester and Norfolk Avenues, subject to engineering review. Permanently closing the Westchester access point to reduce impacts on nearby streets was also supported. Additional review of noise and lighting impacts was requested, with further mitigation to be addressed if needed.

Motion made by Alex Stringfellow, seconded by Vashon Sarkisian, for Conditional Use approval to establish a 301-seat restaurant and 50-seat café within the existing office building located at 1560 North Orange Avenue, zoned O-1, with the following conditions:

- **Prior to issuance of permits associated with the restaurant/café use, the applicant shall execute and record the Community Benefit Agreement, in a form acceptable to the city, memorializing parking arrangements, maintenance obligations, and public improvements associated with the project.**
- **The off-site parking parcel located across Orange Avenue shall remain available to support the approved use and shall not be sold, redeveloped, or converted to another use without prior review and approval by the city. Furthermore, it shall not be utilized for restaurant/café patrons or for valet use.**

- **Valet parking services shall be provided during peak operating periods as necessary to ensure that parking demand does not adversely impact surrounding neighborhoods.**
- **Prior to issuance of building permits, the applicant shall provide an acoustical analysis prepared by a qualified acoustical professional identifying any necessary noise mitigation measures associated with restaurant operations, outdoor seating areas, mechanical equipment, and amplified sound. The analysis shall identify any necessary noise mitigation measures, which shall be incorporated into the final construction plans and implemented prior to issuance of a Certificate of Occupancy. If, after opening, noise impacts associated with the use are identified, the applicant shall be required to implement additional reasonable noise mitigation measures to address the impacts.**
- **The café shall be limited to a maximum of 50 seats with hours of operation limited to 7:00 a.m. to 4:00 p.m. daily, and the restaurant shall be limited to a maximum of 301 seats with hours of operation limited to 10:00 a.m. to 10:30 p.m. daily.**
- **Use of outdoor restaurant and café seating is limited to the hours of 7:00 a.m. to 10:30 p.m.; there shall be no restaurant and café service outdoors outside of such hours.**
- **That all signage shall comply with the city's sign regulations, except that existing signage may be replaced on a like-for-like basis with respect to size. Any request to further exceed these standards may be pursued separately through a variance application to the Board of Adjustments at a later date.**
- **Any new pad-mounted transformers or other back-of-house equipment shall be fully screened from view from public rights-of-way.**
- **No outdoor speakers, music, projection screens, or televisions shall be allowed.**
- **That the access point on Westchester Avenue be closed permanently and that one of the three access points on Vivian Avenue be closed.**
- **That the applicant work with the city's Public Works & Transportation Department to explore traffic-calming measures in the neighborhood surrounding the project, including but not limited to, a speed hump on Leith Avenue and a stop sign at the Westchester/Norfolk intersection.**

The motion carried unanimously by a 5-0 vote. (Charles Steinberg recused himself from the vote. Bill Segal was absent from the meeting.)

6. Action Items

7. Non-Action Items

8. Staff Updates

9. Board Comments

10. Upcoming Agenda Items

11. Adjournment

The meeting adjourned at 7:20 p.m.

Minutes approved by the Board on August 4, 2026.

ATTEST:

/s/ Mary Jean, Board Administrator